

Pre-Bid Agenda - Campus Police Renovation

Time/Date: 9:00:00 AM Tuesday, July 13th 2020

1. Pre-bid meeting is not required to submit a bid
2. Introductions
3. Drawings & specifications available on the JJC website
<http://www.jjc.edu/community/vendors/current-solicitations>
4. Project description and basic scope of work
 - Renovating approximately 12,000 square feet of existing space within the first floor of the G bldg. for Campus Police. See B22002 Campus Police Renovation PDF document.
 - Package #1 – General Trades/Coordinating Contractor Page 12
 - Package #2 – Mechanical/Temperature Controls Trades Contractor Page 28
 - Package #3 – Electrical/Fire Alarm Trades Contractor Page 37
 - Package #4 – Plumbing Trades Contractor Page 47
5. Site walk-thru

There will be a **non-mandatory** walk-thru of the project site for each bid package, which will start in G bldg. on **Wednesday, July 21, 2021** and **Thursday, July 22, 2021**. However, even though the walk-thru is not mandatory, the contractor will be responsible for all visible conditions in the spaces. No extra monies will be given for not accounting for project conditions that could be accounted for in a site visit. This walk through will require social distancing. Contractors will enter through G building on the southwest side of campus, temperature will be taken and masks must be worn. No access will be granted without a mask, JJC will not provide masks.

Bid Package #1 - General Trades/Coordinating Contractor

- Contractors starting with the letters A through M July 21st – 8 am – 9:30 am
- Contractors starting with the letters N through Z July 21st – 10 am – 11:30 am

Bid Package #2 - Mechanical/Temperature Controls Trades Contractor

- Contractors starting with the letters A through M July 21st – 1 pm – 2:30 pm
- Contractors starting with the letters N through Z July 21st – 3 pm – 4:30 pm

Bid Package #3 - Electrical/Fire Alarm Trades Contractor

- Contractors starting with the letters A through Z July 22nd – 8 am – 9:30 am

Bid Package #4 - Plumbing Trades Contractor

- Contractors starting with the letters A through Z July 22nd – 10 am – 11:30 am

To attend the site walk-thru, you must submit your intent to attend by noon on **July 19th, 2021** by emailing purchasing at Purchasing@jic.edu.

6. Project Labor Agreements
 - Awarded contractor will be required to sign the PLAs
 - Certified payroll must be submitted
7. List base bid only on the bid form
 - Do not list any exceptions or clarifications on the bid form. Doing so may result in a disqualified bid.
 - Any clarifications needed for bidding should be directed in a question and addressed by addendum.
8. Bonds Required
 - Bid bond requirement = 10%
 - Performance and Payment bond requirement = 110%
9. Bidding information:
 - Bid due date: **Tuesday, August 3th**
 - Bid due time: **9:00:00 AM**
 - Bid due location: Submitted electronically via ESM Solutions ([see bid doc for links](#))
 - Bid opening: Bids will be opened publicly via MS Teams and posted to website
10. Addendum information:
 - Questions for addendum due by **End of day on Friday, July 23rd 2021**. DO NOT CONTACT JJC CONSTRUCTION MANAGER DIRECTLY.
 - Email all questions to purchasing@jic.edu
 - JJC will not be responsible for addressing questions after the above addendum due date.
 - Addendum will be issued before the end of the business day on **Tuesday, July 27th 2021**.
 - Acknowledge addendum(s) in the bid documents. Failure to do so is open for the potential of a disqualified bid.
11. Post-bid evaluation:
 - The JJC CM will contact the lowest bidder to evaluate their bid and perform a scope review. Should the JJC CM and/or the engineer feel they do not have the complete scope covered with their bid; the next lowest bidder will be contacted.
 - Lowest qualified bidder will be recommended for JJC Board approval at the **September** board meeting. Upon JJC Board approval, contractor will be notified of contract award and will have 10 working days to submit the required performance bond and insurance requirements.
12. Preconstruction Conference Checklist:

Pre-bid Conference

Revision-D January 24, 2020

- The bid documents contain a copy of the Preconstruction Conference Checklist. This is to be reviewed by all bidders so that any costs associated with this document are included in contractors base bid (i.e. meeting time, creating a schedule, proper supervision, etc.).
- This checklist does not have to be signed and turned in with the bid. It will be the document used in the preconstruction meeting with the lowest bidder, and will be required to be signed at that time.

13. Project Schedule:

- (See **B22002 Campus Police Construction Schedule PDF** for detailed Gantt chart)
- September 8 - B & G Approval
- September 8 - BOT Approval
- September 9 – Issue Contract
- October 4 – Demolition start
- October 25 – Construction start
- June 30, 2022 – Substantial completion (Base Bid)
- July 15, 2022 – Punch List Complete

14. Contractor evaluation:

- Upon completion of the project JJC and/or the engineer will fill out a contractor evaluation form. The contractor must have a satisfactory report to stay in good standing with the college. A poor evaluation may result in the contractor not being recommended for award on future projects where they are low bidder.

15. Construction Contract:

- Sample contract included within bid documents.

16. Business Enterprise Program (BEP) Participation and Utilization Plan – **B22002 Campus Police Renovation PDF, PAGE 122**

17. Synopsis of Bid Form

- Sign and turn-in required Certificate of Contract/Bidder with bid – **B22002 Campus Police Renovation PDF, PAGE 131**
- Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act – **B22002 Campus Police Renovation PDF, PAGE 132**
- Bid Form – **Campus Police Renovation Bid Form PDF, PAGE 1 (each package is a separate Bid Form file)**

Part 1 – Offer

Part 2 – Acceptance

Part 3 – Contract Time

Part 4 – Contractor’s Fees For Changes

Part 5 – Addenda (must acknowledge ALL addendums)

Part 6 – Subcontractors

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Part 7 – Related Work Experience

Part 8 – Bid Form Addition (Apprenticeship & Training)

Part 9 – Contractor Evaluation

Part 10 – Bid Form Signature (by an authorized officer of the company)

18. Recap

- Walk through RSVP 07/19/2021 noon
- Walk through 07/21-22/2021 (see above for Package dates/times)
- Questions Due 07/23/2021 end of day
- Addendum(s) 07/27/2021
- Bids due 08/03/2021 9am
- Construction start 10/25/2021
- Project Complete 07/15/2022

19. Questions